



Transitioning Agency Checklist

Human Resources (HR)

#	TASK	✓
1	Consider conducting a series of transition meetings, both with all agency staff and with transitioning staff. This will help ensure that consistent communication is disseminated to all affected parties.	
2	Review web-based onboarding process with transitioning personnel. Ensure all documents available online are completed and submitted in a timely manner.	
3	Coordinate with VITA HR the transfer of employee state and federal deduction information to reduce onboarding paperwork and processing.	
4	Identify employees who will transfer to VITA with accrued compensatory or overtime leave. Evaluate the impact of leave being taken or paid before transition occurs.	
5	Review VITA's policies because they may vary from those in your agency. Some examples might be training, on-call, and telecommuting.	
6	Inform agency HR staff so they are aware of HR transition activities.	
7	Develop a mechanism for keeping management and other stakeholders informed of the agency's progress throughout the transition period. Report issues and updates as appropriate.	
8	Examine internal organizational structure for potential realignment, particularly the reporting structures of transitioning personnel. Consider realigning all transitioning staff under the SLD to simplify reporting and authorization structures post-transition.	
9	Review VITA's time reporting, leave request and payroll processes with particular consideration to approval requirements under a new organizational structure.	
10	Consider impacts of transition activities on remote locations. For example, logistics of HR services, such as the distribution of VITA badges and the transference of personnel folders, will need to be addressed.	
11	Update organizational charts from all agency geographic locations if there have been changes since Due Diligence was submitted.	
12	Review transitioning personnel spreadsheet and complete according to instructions. Refer to the mapping instructions for assigning unmapped personnel to a VITA Service Family.	
13	Submit completed spreadsheet and updated org charts to VITA HR.	